# Franklin Borough School

# Emergency Remote Instructional Plan for a Public Health Related District Closure

## 2023 - 2024 School Year

## Franklin Borough School Remote Instructional Plan 2023 - 2024

In the event of a public-health related district closure (lasting more than three consecutive school days), Franklin Borough School will utilize remote instruction in order to satisfy the 180 day requirement pursuant to *N.J.S.A. 18A:7F-9.*

In order to provide transparency and ensure that Franklin Borough School students continue to receive high quality, standards-based instruction, our school is submitting the following proposed plan to be implemented during a district closure lasting more than three consecutive days due to a declared state of emergency, declared public health emergency, or directive by the appropriate health agency or officer to institute a public health-related closure.

**Technology and Connectivity**

- All students will have access to a school chromebook or tablet

- Hot spots will be provided to families on an as-needed basis to ensure proper broadband and connectivity.

- Ongoing monitoring will be conducted regarding student devices, connectivity, and training.

    - Conduct student, teacher, and parent technology trainings

    - Prioritize purchasing of learning materials

    - Make accommodations for students' instructional needs

    - Make a conscious effort to limit screen time for students in preschool and kindergarten

**School Breakfast and Lunch**

- Grab and Go meals will be available for families that qualify for Free and Reduced lunch to pick up at the school on a weekly or daily basis pending the length of the closure.

## Franklin Borough School Remote Instructional Plan 2023 - 2024

**Remote Instruction**

- Franklin Borough School will continue to follow our regular school-day schedule.

- Excluding lunch and recess, students will have 5 hours and 55 minutes of instructional time per day.

- Special education students will be provided the same educational opportunities as regular education students.

- All instruction will be developmentally appropriate to maximize learning growth while meeting the needs of all students.

- Student growth will be monitored and continuously measured through teacher observation, benchmark assessments and classroom performance.

- Special education and related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, will be delivered to students with disabilities through the use of electronic communication or a virtual/online platform and as required by the student's Individualized Education Program (IEP), to the greatest extent practicable.

  - All special education and related services personnel will track services and student progress with the CST to ensure services are implemented in accordance with IEPs. When necessary additional services will be provided.

  - Case managers will consult with service providers as well as families to ensure services are being provided to the greatest extent possible when needed.  Families will be contacted via phone, email, Google Meert or Zoom to ensure compliance with IEP plans to the greatest extent possible.

  - IEP meetings, evaluation and other necessary meetings to identify, evaluate and/or reevaluate students will continue to take place according to IDEA and its implementing regulations through Zoom, Google Meet or telephone.

- All ELL students will continue to receive an education program aligned with state and federal requirements based on our population to meet the varying needs of our students.

  - Families of ELL students will receive translation materials or interpretive services when necessary

  - ELL students will receive differentiated instruction when necessary during regular instruction as well as support in individual class sessions.

  - All teachers, administrators and counselors receive social emotional learning (SEL) and trauma informed strategies for all students including those that may be affected by forced migration from their home.

**Attendance**

- During a district closure students will be marked remote present or remote absent in the RealTime Students Management System.

- Teachers will track students not participating in remote instruction to follow-up with families. If absences become chronic, the school vice principal, school psychologist, social worker and counselor will team with the teacher to meet with families and devise a plan to ensure the student's success.

- Student attendance may factor into the promotion, retention, discipline and student performance. These decisions will be made on a case by case basis.

**Facilities Plan**

- The school building will continue to be maintained by custodial staff on a rotating schedule to continue routine cleaning and disinfecting practices.

**Other Considerations**

- **Accelerated Learning**

  ○ Accelerated learning opportunities will continue to be provided to the best extent practicable.

- **Social and Emotional Health of Staff and Students**

  ○ Prioritize the health and emotional well-being of all staff and students

  ○ Assess school climate to identify vulnerabilities and plan to implement evidence based strategies to address needs

  ○ Continue to provide instruction on social norms, relationship building and behavioral expectations.

- **Other Extended Student Learning Opportunities**

  ○ Extended learning opportunities will continue remotely to the best extent practicable.

- **Transportation**

  ○ Transportation will be temporarily suspended during a school closure until deemed safe to resume.

- **Extracurricular Programs**

  ○ Extracurricular programs will be temporarily suspended during a school closure until deemed safe to resume.

- **Childcare**

  ○ Childcare will not be available on-site at the school, however, the school will collaborate with the local YMCA to provide childcare options

- **Community Programing**
  - Community programming will continue to the best extent practicable remotely.

**Essential Employees** (*this list may be subject to change pending the circumstances of the closure*)

| Essential Employees by Category | Role of Employee | Duties / Work Stream | Onsite |
|---|---|---|---|
| School/District Administration | Managing school operations | Interacting/communicating with staff, students, parents, and community members; handling mail and deliveries; managing meal delivery;processing personnel and business services, overseeing building projects | Will be determined at time of closure |
| Teachers | Instruction | Designing guided learning experiences; interacting with students; assessing student progress and mental health | Will be determined at time of closure |
| Counselors, Child Study Team Members and service providers | Social & Emotional well-being of staff/ students and provide student services | Designing guided learning experiences; interacting with students; assessing student progress and mental health. Providing all services to the best extent practicable based on student needs and educational plans. | Will be determined at time of closure |
| Administrative Assistants | Assists with the managing of school operations | Maintains daily clerical work, interacts with parents and the community, registration of students, handling of mail and deliveries, maintains records and files, payroll and school orders | Will be determined at time of closure |
| Security | Securing facilities | Assisting with lunch distribution and school close-out | Will be determined at time of closure |
| Maintenance/ Custodial | Maintaining/ cleaning facilities | Fulfilling work orders; maintaining the cleanliness of the building, overseeing building projects | Working on a rotating schedule and as needed |
| Technology | Technology support | Supporting teachers with remote instruction; maintaining information systems; repairing equipment | As needed basis |
| Food Service (Maschios) | Meal service | Drop of meals for school distribution | Present on meal days |

**Accessibility of the Franklin Borough School Remote Instructional Plan**

- The remote instructional plan will be posted on the school website at [www.fboe.org](www.fboe.org).

**Franklin Borough School Board Approval of Remote Instructional Plan**

- The plan was approved by the Board of Education on July 17, 2023

**Franklin Borough School Submission of Plan to the Sussex County Office**

- The plan was submitted by Chief School Administrator, Mr. John R. Giacchi, on July 14, 2023.